

*To be used for all training approved after Jan. 15, 1953.*

This informs you that the request made by your Office for additional professional training at government expense has been approved. Approval is based upon statements by your office that this training will benefit the Agency by increasing your capability and qualifications for performing present and future duties as a career employee. The Director of Training, to whom you are responsible while in training, assures you of continuing interest in your progress and final accomplishment, and desires that you keep him informed on your development and that you refer to him any problems relating to your training program.

In accepting Government aid towards your further training, you naturally assume certain minimum obligations in return. These include the following:

1. Before beginning your approved program you should report to the Director of Training for instructions relating to your program.
2. You should participate fully in the approved program on a full credit basis, including performance of all regular assignments, participation in discussions, production of requested papers, and completion of regular examinations. If production of a master's thesis or doctor's dissertation is part of your activity under this approved program, you should confer with the Director of Training at the initial period of development, and throughout the planning and production period of your research, and you must submit a draft one month before it is officially offered to appropriate academic authorities. The Director of Training will arrange for official approval of your topic and plan, and for review that is required before you may submit your manuscript to academic authorities.
3. You must promptly inform the Director of Training of any deviation from the approved program that may be desirable or necessary. If for any reason you cannot complete the approved program, you must inform the Director of Training promptly of all particulars pertaining to termination. You must also arrange for recovering all allowable refunds for return to the Office of Training.
4. Security restrictions upon your assignment and upon other classified information with which you are acquainted govern your conduct throughout your period of training. It is not felt, however, that these impair your ability to participate fully in your academic program.

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NO CHANGE in Class. ☒

☐ DECLASSIFIED

5. This Agency has a vital interest in your evaluation of your training experience. You should send to the Director of Training interim reports on your academic activities and progress at the end of each academic term (semester, quarter or session). In addition, on completion of your program, you should report (in person, where feasible, otherwise by letter) to the Director of Training for instructions on preparation of a final report. You should have with you (or include with the letter that requests instructions) a statement on your performance, including an official transcript of grades or symbols of accomplishment (obtained by you without reference to your organization), and one copy for deposit with the Director of Training of any special term and seminar papers, and thesis or dissertation, produced in connection with the training program. At this time, you will turn in to the Office of Training, or satisfactorily account for, books, equipment and other items purchased with government funds. A record of your accomplishment in training will be included in your official personnel file. During your course of study, you are requested to inform the Director of Training each time you change your address so that you can be reached at all times.

Sincerely,

DIRECTOR OF TRAINING